GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Finance Department - District Restructuring, 2022 – Human Resources- Allocation - Provisional allocation of posts & personnel in the restructured District / Division offices – Procedural Guidelines - Orders- Issued

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FINANCE (HR.I-Plg.&Policy) DEPARTMENT

G.O.Ms.No.31 **Dated: 26-02-2022.**

Read the following:

1. G.O.Rt.No.2098, Finance (Budget. I) Department, dated 07-08-2020.
2. G.O.Rt.No.2101, Finance (Budget. I) Department, dated 08-08-2020.
3. G.O.Rt.No.2207, Finance (Budget. I) Department, dated 22-08-2020.
4. Gazette Notifications, dated 26-01-2022 & 02-02-2022 on restructuring of districts in Andhra Pradesh.

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ORDER

The Government of Andhra Pradesh, in the references 1st and 2nd read above, have issued orders constituting a State Level Committee (SLC), chaired by Chief Secretary to Government, to study the aspects related to restructuring of the districts and undertake appropriate measures for optimal utilisation of existing resources in the creation of districts and in the reference 3rd read above, constituted four Sub-Committees (SCs) to assist the SLC in its mandate.

2. In the reference 4th read above, the Government have issued the preliminary Gazette Notifications duly notifying the proposed restructured districts and revenue divisions.

3. The Government has decided that the Government Offices in the restructured districts / revenue divisions shall start functioning from the appointed day i.e. the auspicious day of Ugadi (Saturday, 2nd April 2022).

4. The restructuring of districts and revenue divisions inter-alia necessitates the inter-se allocation of the existing human and physical resources on a permanent basis, which requires time.

5. In the interim, to ensure the orderly transition within the stipulated timelines, it is essential to make transitory arrangements for the inter-se allocation of existing posts & personnel to the reorganized districts and revenue divisions well in advance, so that the offices shall be fully functional from the appointed day. Accordingly, the following orders are issued for the provisional allocation of the posts & personnel.

A. CORE PRINCIPLES

Provisional Allocation of Posts

6.1 The offices at the State, Regional / Zonal, Mandal and Village levels shall not be considered for the purpose of the provisional allocation.

6.2 The offices at the District & Divisional level shall be considered for the purpose of the provisional allocation.

6.3 The offices at the District/Divisional level with low cadre strength shall not be taken up for provisional allocation. The existing office shall continue to serve the jurisdiction of the erstwhile districts / divisions. The Finance Department shall take a final view on this aspect during the scrutiny of the proposals received from Secretaries / HoDs.

6.4 The posts & personnel in existing districts / divisional offices shall be provisionally allocated amongst the restructured districts/ divisions, till such time the final allocation of posts & personnel is completed. However, the said provisional allocation of personnel shall not affect their inter-se seniority in any manner.

6.5 Excepting the district / division head, no new post shall be created, as a result of the provisional allocation process.

Provisional Allocation of Personnel

7.1 The provisional allocation of personnel will be taken up by the HoDs broadly following the principles of general transfers contained in G.O.Ms.No.59, Finance (HR.1-Plg.&Policy) Department, dated:04-07-2019, duly adopting the principle of reverse seniority.

Provisional Allocation through "Order to Serve"

8.1 All the personnel who are <u>not subjected to provisional allocation</u>, shall continue to serve in their existing offices and posts on & with effect from the Appointed Day and they shall be deemed to be allotted provisionally to the respective reorganized district / division offices, pending final allocation as per the guidelines to be issued separately.

8.2 The personnel <u>subjected to provisional allocation</u>, shall be issued *"order to serve"* provisionally in the reorganized districts / divisions to which their services are allocated on tentative basis, pending final allocation as per the guidelines to be issued separately.

8.3 The employees deemed to be allotted provisionally and the employees provisionally ordered to serve in the reorganized districts shall be **deemed** to continue to be in their respective erstwhile district / zonal / multi-zonal cadres localized under the Presidential Order, for the purpose of lien, seniority, promotions & other service matters, as the arrangement of provisional allocation is purely temporary, made due to administrative exigencies in public interest.

Relaxation of Ban on transfers, etc.

9.1 As the above process of provisional allocation may involve movement to new stations, the general ban on transfers shall be deemed to have been relaxed to this extent in terms of Clause 5 (1) of Andhra Pradesh Public Employment (Organization of Local Cadres & Regulation of Direct Recruitment) Order, 1975, issued vide G.O.Ms. No.674, dated 20th October 1975, by the General Administration (SPF) Department, treating such transfers as those made in exercise of powers vested in the State Government under Clause 5 (2) (C) of the said Order in public interest.

9.2 The eligible Transfer Travelling Allowance may be sanctioned to the employees as per rules.

Contract and outsourcing Employees

10.1 The personnel working on contract & outsourcing basis in the existing district / division offices, which are subjected to provisional allocation, shall also be allocated to the reorganized district / divisional offices, applying the same criteria as applied to the District / Division.

10.2 The HoD shall be responsible for ensuring that the contractual appointments has been made as per terms of G.O.Ms.No.40, Finance (HR.1-Plg.&Policy) Department, dated:18-06-2021 and the HoD shall certify the same after examining all the relevant documents.

10.3 The outsourcing employees shall be considered for allocation as per the APCOS database.

10.4 All the contract & outsourcing personnel shall be mapped to a sanctioned post.

B. PROCEDURE FOR DISTRICT OFFICES

Provisional Allocation in Restructured District Offices

11.1 All District Level offices, that are **coterminous** i.e. having same jurisdiction as that of the revenue district concerned, shall be considered for provisional allocation.

Example: Offices of JD (Agriculture) or District Education Officer.

11.2 All District Level offices, that are **not coterminous** i.e. not having same jurisdiction as that of the revenue district concerned, shall not be considered for provisional allocation. Such offices, excepting those of AP Police Department shall continue to function as at present, without changing their jurisdiction, but remapping the same in accordance with the reorganized districts.

Example: Offices of Divisional Forest Officer & Prohibition & Excise Superintendent.

Generic Designations

12.1 The line departments shall create a District level administrative unit, wherever they are coterminous with the revenue districts, and create a post of District Head using generic nomenclature. Such units shall be headed by an officer of appropriate cadre as Head of Office.

Example 1: Generic Designation for the District Head in Agriculture Department

A generic designation of District Agriculture Officer shall be used instead of JD (Agriculture), so that a JD or DD cadre officer may be posted as the District Head, as per the availability of officers.

Example 2: District Office of Women Development & Child Welfare Department

The existing Kurnool district is reorganized into Kurnool & Nandyal Districts. Since the O/o Project Director, WD&CW Department, Kurnool is coterminous with the existing revenue district of Kurnool, the Women Development & Child Welfare Department shall rename the existing administrative unit in Kurnool district as District Women & Child Welfare Officer, Kurnool and create another administrative unit with the nomenclature District Women & Child Welfare Officer, Nandyal. A Project Director or an Assistant Project Director, as per availability, shall be posted as Head of the Office/Offices in these offices.

Personnel Pool for being posted as District Heads

13.1 In order to meet the requirement of District Heads in restructured district offices, the officers shall be provisionally allocated as District Heads from the available pool of officers from equivalent/one-rank higher/one-rank lower cadres, including those available at the State / Regional / Zonal offices.

Provisional Allocation Ratio (PAR)

14.1 For provisional allocation of posts in District / Division Offices in the restructured Districts / Divisions, each HoD shall arrive at the Provisional Allocation Ratio (PAR), in consultation with the Secretary concerned, based on an objective criteria appropriate to the Department, such as (a) population (b) number of service delivery units falling in the jurisdiction (c) number of beneficiaries (d) extent of service delivery area, etc. An illustrative example is provided at Annexure-1.

14.2 The inter-se allocation of all the cadres in the existing district office which is subjected to provisional allocation of personnel, shall be made by applying the Provisional Allocation Ratio(PAR) finalised.

C. PROCEDURE FOR DIVISION OFFICES

Provisional Allocation in Restructured Division Offices

15.1 All Division level offices, which are **coterminous** i.e. having same jurisdiction as that of the revenue division concerned, shall be considered for provisional allocation.

Example : Offices of Revenue Divisional Officers

15.2 All Division Level offices that are **not coterminous** i.e. not having same jurisdiction as that of the revenue division concerned, shall not be considered for provisional allocation. Such offices, excepting those of the AP Police Department, shall continue to function as at present, without changing their jurisdictions, but remapping the same in accordance with reorganized divisions.

Example : Offices of Forest Range Officers

Generic Designations

16. The line departments shall create a Division level administrative unit, wherever they are coterminous with the revenue divisions, and create a post of Division Head using generic nomenclature. Such units shall be headed by an officer of appropriate cadre as Head of Office.

Example: Revenue Divisional Officer in Land Administration Department

Personnel Pool for being posted as Divisional Heads

17. In order to meet the requirement of Division Heads in the restructured division offices, the officers shall be provisionally allocated as Division Heads from available pool of officers from equivalent / one-rank higher / one-rank lower cadres, including those available at State / Regional / Zonal offices.

Provisional Allocation Ratio (PAR)

18.1 For provisional allocation of employees in the reorganized divisions, each HoD shall apply the Provisional Allocation Ratio (PAR) as that applied for the provisional allocation of the employees at the district level. An example is given at Annexure-1.

18.2 The inter-se allocation of all the cadres of employees in the existing division offices which are subjected to provisional allocation of personnel, shall be made by applying the Provisional Allocation Ratio (PAR) finalised.

D. DETAILED PROCEDURE

Provisional Allocation of Posts

19.1 The HOD shall first decide whether the offices at District/Divisional level are with low cadre strength that shall not be taken up for provisional allocation or otherwise.

19.2 After deciding the above, the HoD shall decide whether the District & Divisional offices are coterminous with respective the revenue district/divisions.

19.3 If the District/Divisional level offices are not with low cadre & are coterminous with respective revenue districts/divisions, then the provisional allocation process mentioned hereunder at Section -A & Section -B shall be followed by the HoD.

19.4. The HoD shall then identify the key service delivery parameter & arrive at the Provisional Allocation Ratio (PAR).

19.5 An illustration for arriving at the PAR based on the service delivery parameter data is given at Annexure-1.

19.6 The HoDs shall complete the cadre strength provisional allocation exercise through their login in the District Reorganization Portal hosted at https://drp.ap.gov.in/HomePage.do.

Section – A

20.1 The HoD shall identify the offices which are not of low strength & which are coterminous with the revenue districts / divisions in all 13 districts.

20.2 For each District, HoD shall

(a) Mark the Offices to be reorganized or not to be reorganized.

(b) Mark the Offices as District or Division Level offices.

Section – B

21.1 The HoD shall generate the report enabled in the portal which displays the cadre strength details of all the offices selected at Para 20.2 above.

21.2 The cadre strength data will be prepopulated from Directory of Posts & Personnel (DoPP).

21.3 The HoD will divide the cadre strength of an office based on the PAR finalized & enter the details of provisionally allocated cadre strength in the portal.

21.4 The HoD shall download the Provisional Post Allocation Statement (Statement-1), for district / division & submit to the Secretary concerned for approval. The illustrative Provisional Post Allocation Statement (Statement-1), is given at Annexure-2.

Scrutiny & Approval of provisional allocation of Posts by the Secretary

22.1 The Provisional Post Allocation Statement (Statement-1), shall be scrutinised by the Secretary concerned & after approval forwarded to the Finance Department.

Approval of provisional allocation of Posts by the Finance Department

23.1 The Finance Department shall review the Provisional Post Allocation Statement (Statement-1), in consultation with the Secretaries and HoDs of the department concerned & after approval communicate the Final Post Allocation Statement (Statement-2) to the Secretary & the HoD.

Provisional Allocation of Personnel

24.1 Basing upon the Final Post Allocation Statement (Statement-2) communicated by Finance Department, the HODs shall allocate the existing personnel among the posts in the districts/divisions in terms of Para 7.1, 10.1, 10.2, 10.3 & 10.4

24.2 After finalisation of the above, the HoD shall download the Provisional Personnel Allocation Statement (Statement-3), for district / division & submit to the Secretary concerned for approval.

Scrutiny & Approval of provisional allocation of Posts by the Secretary

25.1 The Provisional Personnel Allocation Statement (Statement-3), shall be scrutinised by the Secretary concerned & after approval forwarded to the Finance Department.

Approval of provisional allocation of Personnel by the Finance Department

26.1 The Finance Department shall review the Provisional Personnel Allocation Statement (Statement-3), in consultation with the Secretaries and HoDs of the department concerned & after approval communicate the Final Personnel Allocation Statement (Statement-4) to the Secretary & the HoD.

Order to serve.

27.1 Consequent to approval of the Final Personnel Allocation Statement (Statement-4) by the Finance Department, the "Orders to Serve" shall be issued by the respective Departments on the same day that the Final Gazette Notification on the restructuring of districts is issued.

27.2 The model template for "Order to Serve" is attached at Annexure-3.

Activities and Timelines

28.1 The timelines for the activities involved are as hereunder.

Sl. No.	**Activity**	**Timelines**	**Responsibility**
1	*Issue of Government Orders.*	By 24/02/2022	Finance Department
2	*Finalization of the District/Divisional Offices, PAR & Provisional Post Allocation Statement (Statement-1) utilizing the DR,2022 portal & submission for approval to Finance Department through the Secretary.*	By 28/02/2022	HoD & Secretary concerned

3	*Approval & communication of the Final Post Allocation Statement (Statement-2) by the Finance Department.*	By 03/03/2022	Finance Department
4	*Finalization of the Provisional Personnel Allocation Statement (Stament-3) utilizing the DR,2022 portal & submission for approval to Finance Department through the Secretary*	By 07/03/2022	HoD & Secretary concerned
5	*Approval & communication of the Final Personnel Allocation Statement (Statement-4) by the Finance Department.*	By 11/03/2022	Finance Department
6	*Issue of Order to serve*	On the Date of the final Gazette Notification	Secretary concerned

29. The Secretaries, the HODs & the CEO, APCFSS are requested to take action as per the orders contained in this order.

30. A copy of this order is available at http://apegazettte.cgg.gov.in

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. SAMEER SHARMA
CHIEF SECRETARY TO GOVERNMENT

To
All Special Chief Secretaries / Principal Secretaries/ Secretaries to Government.
The Special Chief Secretary to Governor of Andhra Pradesh, Vijayawada.
The Special Chief Secretary / Principal Secretary / Secretary to the Chief Minister.
The Registrar, High Court of Andhra Pradesh, at Vijayawada.
The A.G. (A&E)/Principal A.G(G&SSA)/Principal A.G.(E&RSA), A.P.
The Private Secretaries to all Ministers.
All Heads of Departments.
All Collectors & District Magistrates.
All Superintendents of Police.
The Commissioner, Printing, Stationery & Stores Purchase, AP, Vijayawada (with a request to notify in the A.P., Gezette).
The Director of Treasuries & Accounts, AP, Ibrahimpatnam.
The Director of State Audit, A.P., Ibrahimpatnam.
The Pay & Accounts Officer, A.P., Ibrahimpatnam.
The Director of Works Accounts, A.P., Ibrahimpatnam.

Copy to
The General Administration (Cabinet) Department.
S.F. /S.Cs. (Computer. No.1653351).

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE-1

PROVISIONAL ALLOCATION RATIOS (PAR) – AN ILLUSTRATIVE EXAMPLE

A. DISTRICT OFFICES

1. ***Identifying the Key Service Delivery Parameter for the HoD.***

For example, the Director, WD & CW Department identifies "Number of Service Delivery Units (Anganwadi centres)" as its key service delivery parameter for provisional allocation.

2. ***Mapping the service delivery data to the Reorganized Districts & arriving at Provisional Allocation Ratios (PAR)***

a) Director, WD & CW Department collects & maps data related to number of Anganwadi centres in each of the Restructured Districts, based on 'mandal-division-district mapping' given in the Gazette notifications for the restructured districts and divisions.

b) The Provisional Allocation Ratios (PAR) shall be calculated as percentages of the number of Anganwadi centres in the restructured districts, with reference to the total number of Anganwadi centres in the existing district. An example for Kurnool district is hereunder.

Subject	Existing District	Reorganized District-1	Reorganized District-2
District	Kurnool	Kurnool	Nandyal
No. of Anganwadi Centres	3130	1806	1324
Provisional Allocation Ratios	100.00	57.70	42.30

B. DIVISIONAL OFFICES

1. ***Identifying the Key Service Delivery Parameter for the HoD.***

For example, the CCLA identifies "Population in the Reorganized Districts" as its key service delivery parameter for provisional allocation.

2. ***Mapping the service delivery data to the Reorganized Districts and arriving at the Provisional Allocation Ratios (PAR)***

a) The CCLA collects and maps the data related to population in each of the Restructured Divisions, based on 'mandal-division-district mapping' given in the Gazette notifications for the restructured districts and divisions.

b) The Provisional Allocation Ratios (PAR) shall be calculated as percentages of the population in the reorganized divisions, with reference to the total Population in the existing division. An example for Gudivada division is given below.

Subject	**Existing Division**	**Reorganized Division-1**	**Reorganized Division-2**
Division	Gudivada	Gudivada	Eluru
Population	20,33,211	9,69,225	10,63,986
Provisional Allocation Ratios	100.00	47.67	52.33

ANNEXURE-2

PROVISIONAL POST ALLOCATION STATEMENT (PPoAS) (DISTRICT / DIVISION)

Sl.	Designation	Cadre Strength in Existing District / Division	Provisional Allocation of Cadre Strength			Remarks
			Reorganized District / Division-1	Reorganized District / Division-2	Reorganized District / Division-n	
District / Division Head						
1						
Other Personnel						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

ANNEXURE-3

GO TEMPLATE FOR "ORDER TO SERVE"

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

*** Department- Restructuring of Districts & Divisions in Andhra Pradesh – Human Resources – Provisional Allocation of employees in the Restructured Districts/Divisions – Orders – Issued.

***** DEPARTMENT**

G.O. Rt. No. *** **Dated: *****

Read the following:

1. G.O.Ms.No.674, dated 20-10-1975 of G.A. (SPF) Department.
2. G.O.Rt.No.2098, Finance (Budget. I) Department, dated 07-08-2020.
3. G.O.Rt.No.2101, Finance (Budget. I) Department, dated 08-08-2020.
4. G.O.Rt.No.2207, Finance (Budget. I) Department, dated 22-08-2020.
5. Ban on transfers imposed vide G.O.Ms.No.59, Finance (HR.1-Plg.&Policy) Department, dated:04-07-2019.
6. Preliminary Gazette Notifications, dated:26-01-2022 & 02-02-2022 on Restructuring of districts in Andhra Pradesh.
7. Guidelines for Provisional Allocation of Posts & Personnel issued vide G.O.Ms.No.***, dated *** of the Finance (HR.1-Plg.&Policy) Department.
8. Final Gazette Notifications, dated *** on Restructuring of districts in Andhra Pradesh.
9. Final Personnel Allocation Statement (FPeAS) relating to *** Department issued vide G.O.Ms.No.***, dated *** of the Finance (HR.1-Plg.&Policy) Department.

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ORDER:

The Government of Andhra Pradesh have issued the final Notification for restructuring of districts/divisions in the State of Andhra Pradesh, vide the reference 8th read above.

2. Accordingly, the procedural guidelines for provisional allocation of posts & personnel were issued vide reference 7th read above.

3. In the reference 9th read above, orders have been issued approving the Final Personnel Allocation Statement (FPeAS) relating to the *** Department in respect of the reorganized districts / divisions.

4. The Government hereby order that the persons specified in the Annexure to this order, on and from the 2nd day of April, 2022, shall serve provisionally in connection with affairs of the district / division as shown therein, until further orders of the Government.

5. The above orders are issued in relaxation of the ban on transfers imposed vide reference 5th read above and in exercise of the powers vested in the State Government under clause 5 (2) (c) of the Presidential Order in public interest, wherever applicable.

6. The authorities concerned shall relieve the employees mentioned in the Annexure immediately, with a direction to report before the competent authority of the district, to which their services are provisionally allotted, so as to enable the offices to function on and with effect from 2nd day of April, 2022.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SECRETARY

***** DEPARTMENT**

ANNEXURE to G.O. Rt. No. _____, Dated: _____

List of Employees Ordered to Serve in the Reorganized District Offices						
Name of the Department						
Name of the HoD						
Name of the District Office						
Sl. No.	Name of the Employee	Emp. ID	Cadre / Designation	Present Place of Working	Provisionally Allocated to *** District	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

List of Employees Ordered to Serve in the Reorganized Divisional Offices						
Name of the Department						
Name of the HoD						
Name of the Divisional Office						
Sl.	Employee Name	Emp. ID	Cadre / Designation	Present Place of Working	Provisionally Allocated to *** Division	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						